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RS-M-1
20 May 1953

REFERENCE SUBCOMMITTEE OF THE ADVISORY COMMITTEE ON FOREIGN LANGUAGE PUBLICATIONS.

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Minutes of Meeting held in Room 101, [REDACTED]
Central Intelligence Agency, 1000-1100 hours, 20 May 1953.

PRESENT:

[REDACTED] CIA Library, Chairman 25X1A9a
Lt. Col. George G. Maxfield, Doc. Ly., G2
Miss Virginia M. Floyd, Doc. Ly., G2
Mr. Arthur B. Berthold, IR, State
Miss Gwendolyn E. Murphy, IR, State
Mrs. Katherine C. Walford, Central Files, ONI
Capt. Robert C. Laidlaw, D/I, Hq. USAF
[REDACTED] CIA, OSI 25X1A9a
[REDACTED], CIA Library, Secretary

Subcommittee Responsibilities

1. The Chairman outlined the responsibilities of the Reference Subcommittee to develop plans for reference use and bibliographical control of foreign language publications from the research as well as the library points of view. Subcommittee members are encouraged to bring additional representatives to the meeting as indicated by the agenda, and to include consumer point of view.

Inventory of Lexical Materials

2. The CIA Library is conducting an inventory of lexical materials in compliance with FLP-D-1 and 2. [REDACTED] reported 25X1A9a that the coverage will be expanded wherever pertinent to include lexical materials which involve languages other than English (e.g. Uzbek-Russian or Kazak-Russian). Lexical materials bearing a security classification will be issued as a supplement to the inventory of unclassified publications.

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Informal Committee IAC Librarians

3. Suggestion was made that the Reference Subcommittee might replace the Informal Committee since each had the same membership in general. Col. Maxfield held that the Informal Committee should be continued to facilitate consideration of problems which fall outside the purview of the Subcommittee. Consensus was that both groups should schedule consecutive meetings for the same day or as required.

Accessions Lists of Foreign Language Publications

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4. [redacted] asked Subcommittee members to report at the next meeting on procedures in use at their respective agencies for announcing receipt and content of foreign publications to customers.

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[redacted] observed that the scientific analyst has a need to know of the receipt of new publications with a brief translation of their contents, but that abstracts or full translations should be done on request only.

Foreign Language Publications Cataloging

5. Col. Maxfield stated that the G2 Library was ready either to forward to the CIA Library certain foreign language publications for central cataloging or to accommodate a cataloger in G2 as needed in lieu of transporting the publications. The CIA Library will undertake central cataloging of this material as a service to the intelligence community.

Monthly List of Russian Accessions

6. A poll of those present revealed that extensive use for intelligence purposes is made of the Monthly List of Russian Accessions based on reference and circulation activity. Mr. [redacted] noted that the Library of Congress will issue a cumulative index to volumes 1-3, 1948-50.

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